

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1138

TITLE: ASSISTANT DIRECTOR HUMAN RESOURCES

GRADE: S-34

DEFINITION:

Assists the Director HR in planning, administering, directing, supervising and evaluating Human Resources (HR) programs, activities and staff. Supports activities associated with either the Workforce Services Division (HRIS, Employment, Employee Benefits & Payroll) or the Workforce Policies and Planning Division (Employee Relations, Compensation & Workforce Analysis, and Organizational Development & Training).

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Director works under the direction and guidance of the Director HR in planning, administering, directing, supervising and evaluating Human Resources programs, activities and staff. Supports activities in the Workforce Services Division (HRIS, Employment, Employee Benefits & Payroll) or the Workforce Policies and Planning Division (Employee Relations, Compensation & Workforce Analysis, and Organizational Development & Training). Whereas the Director of HR reports directly to the Deputy County Executive and sets the direction, goals, initiatives, and priorities for the Human Resources Department, and is ultimately responsible for the management of the department.

ILLUSTRATIVE DUTIES:

Assists with establishing departmental priorities and allocation of resources.

Acts as representative of the Director.

Consults with Director on pertinent issues of Human Resources policies and procedures.

May oversee the monitoring of the county's Human Resources rules and regulations and advises department heads and other county officials on interpretation and application of the merit system regulations and the resolution of human resources problems.

May manage and supervise the design, development and implementation of the county's performance appraisal program.

Plans and directs HR management studies and assignments, providing reports, recommendations and implementation planning.

Interacts extensively with the Chief Financial Officer, County Executive, Deputies, Department Heads, Board of Supervisor members, other public and private officials and the general public;

May manage and supervise the design, development and implementation of the County's workforce services programs, policies and procedures;

May manage and supervise the design, development and implementation of the County's Workforce Policies and Planning Division programs, policies and practices.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general HR principles and practices including: Recruitment & Selection, Workforce Planning & Classification, Compensation, Benefits, Employee Relations, HRIS, Payroll, and Organizational Development & Training.

Knowledge of the principles and practices of organization and management;

Knowledge of the organization, functions and problems of local government;

Knowledge of the principles of public Human Resources administration;

Ability to plan, organize and direct the work of technical and support staff;

Ability to win the confidence and cooperation of other officials, employees and the public;

Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in public administration, human resources management, business, or a related academic field. A minimum of seven years of progressively responsible professional experience in human resources is required, four of the required years must have been in a supervisory or management capacity, with a human resource focus.

CERTIFICATES AND LICENSES REQUIRED:

Not Applicable

NECESSARY SPECIAL REQUIREMENTS:

Not Applicable

REGRADED:

November 13, 2008

REVISED:

August 7, 2006